



Township Trustee Retention Schedule (TT)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  July 11, 2012	DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  <i>SIGNATURE</i>
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**Instructions:**

1. Records listed on this schedule may be destroyed upon completion of a *Notice of Destruction, State Form 44905* and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.
2. **Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)
3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a *Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505*, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

**GUIDELINES:**

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

Adopted July 11, 2012 by the Oversight Committee on Public Records

## Township Trustee Retention Schedule (TT)

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
TT 10-1	BOND REGISTER  Form 53	DESTROY after debt is retired, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TT 10-2	REPORTS AND PETITIONS  <b>General Forms:</b> Form 100R - Certified Report of Names, Addresses, Duties and Compensation of Employees.  <b>Township Forms:</b> Form 15 - Township Trustee's Abstract Report of Receipts and Disbursements for the Calendar Year (Mailed to Townships by the State Board of Accounts) Considered Annual Report.  <b>Township Assistance Forms:</b> TA-7 - Township Assistance Statistical Report. Part of Annual Report.	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TT 10-3	FINANCIAL STATEMENTS AND RECORDS  Form 1C - Financial and Appropriation Record Form 14 - Trustee's General Record Form 80 - Claim Record - Dog Fund	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TT 10-4	PAYROLL RECORDS  Form 17 - Resolution Recommending Salaries of Township Officers and Employees.	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.